



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY ARMOR CENTER AND FORT KNOX
FORT KNOX, KENTUCKY 40121-5000

Expires 15 December 2006

REPLY TO
ATTENTION OF:

ATZK-EO (600)

15 December 2004

MEMORANDUM FOR

Commanders, All Units Reporting Directly To This Headquarters
Commanders, Fort Knox Partners in Excellence
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: USAARMC Policy Memo No. 13-04 – Prevention of Sexual Harrassment/Assault

1. Reference Army Regulation 600-20, Army Command Policy, 13 May 2002.
2. I am committed to ensuring our Soldiers and their family members work and live in an environment totally free of sexual harassment. Sexual harassment is unwelcome sexual advances, request for sexual favors, and other verbal, written or physical conduct. Such examples are blowing kisses, dirty jokes, or having a suggestive screensaver on your computer. Sexual harassment will not be used as a condition of a person's job or as a basis for career or employment decisions. Sexual harassment creates an intimidating, hostile, and offensive working environment which in turn interferes with individual duty performance.
3. Leaders and supervisors, at every level, will take all necessary actions to create an environment conducive to maximum productivity, safety and respect for human dignity within their command. Leaders and supervisors must be proactive in preventing sexual harassment and providing safeguards against sexual assaults.
4. All military personnel are required to attend training, twice each year, on identification and prevention of sexual harassment and sexual assault. Training will be conducted in small groups, not to exceed 15 personnel, and be facilitated by the Commander/ISG, Directorate Head, or unit Equal Opportunity Representative. All civilian employees are required to complete biennial Prevention of Sexual Harassment training in accordance with Army policy.
5. Sexual harassment and sexual assault cannot be tolerated or condoned. Commanders will carefully consider the facts of each reported case of harassment or sexual assault perpetrated by a military member to determine if administrative or other disciplinary action under the Uniform Code of Military Justice is appropriate. All substantiated cases of sexual harassment will be reported through the Commander/ISG to the Post Equal Opportunity Office as an item of Command Interest.


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6. Sexual assaults will be promptly reported to and investigated by the Criminal Investigation Division or military police, as appropriate. Commanders will also provide an immediate telephonic report to the Chief of Staff of any and all serious sexual assaults, such as but not limited to rape, carnal knowledge, or indecent assault.

7. Commanders will provide a daily report to the EO Office of all cases of sexual harassment in which they found it necessary to take adverse or corrective action. The EO Office will provide a weekly report to the Chief of Staff providing a synopsis of allegations and any corrective measures.

8. Civilian employees who commit sexual harassment or assaults should be considered for appropriate administrative action or referral to the U.S. Attorney's Office for criminal prosecution depending on the facts presented.



TERRY L. TUCKER
Major General, USA
Commanding

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